

# Pacific Grove Senior Men's Golf Club

## By-Laws

As amended and approved by the Board of Directors: 12/15/2016

### Article I - NAME

The name of the Pacific Grove Golf Links golf organization representing senior men shall be called the Pacific Grove Senior Men's Golf Club (the "PGSMGC").

### Article II - PURPOSE

**FIRST:** The object of the PGSMGC is to encourage friendly competition among senior players residing in Pacific Grove or in the vicinity that play on the Pacific Grove Golf Links.

**SECOND:** To promote and foster among PGSMGC members a closer bond for their joint and mutual benefit, and to promote and conserve the best interests and true spirit of the game of golf.

**THIRD:** To encourage conformance to the USGA Rules of Golf by creating a representative authority.

**FOURTH:** To maintain a uniform system of handicapping.

**FIFTH:** To provide an authoritative body to govern and conduct PGSMGC competitions.

### Article III - MEMBERSHIP

Section 1. Membership shall be available to all senior men who have reached the age of 50 upon making application to the PGSMGC and paying dues.

Section 2. Memberships in the club are individual and non-transferable.

Section 3. Membership confers no voice in the operation of the golf course, clubhouse, nor any facilities of the course.

Section 4. The membership year begins each October 1, with all memberships expiring on the following September 30th.

Section 5. The PGSMGC's fiscal year runs from October 1st to the following September 30<sup>th</sup>.

Section 6. There shall be two meetings of the PGSMGC held annually, the date and time of which shall be scheduled at the discretion of the President, to be held in conjunction with the Spring and Fall BBQs. The purpose of the Fall Annual meeting is to elect officers for the following year based upon a verbal vote by the membership.

Section 7. The Board of Directors shall provide for the holding of such other meetings as may be deemed necessary or desirable, or upon written petition signed by not less than ten (10) members with their reason(s) stated in the petition.

Section 8. A legal quorum at any meeting shall be ten members present in person. Each active member in good standing shall be entitled to one vote.

Section 9. All membership fees and dues shall be established by the Board of Directors from time to time in such amounts as they deem to be adequate to operate and maintain the club. All monies collected shall accrue to the benefit of the membership and are non-refundable.

Section 10. In the event that any PGSMGC member shall commit any act that reflects discredit or disrepute thereon or shall refuse or neglect to comply with the rules and regulations adopted by the Board of Directors or the duly appointed officers, such member shall be subject to suspension or expulsion after ten days written notice and the right to be heard, by a vote of a minimum of 60% of the Board of Directors present at any regular meeting or special meeting called for such purpose.

#### **Article IV – BOARD OF DIRECTORS AND OFFICERS**

Section 1. The Board of Directors shall consist of nine members in good standing of the PGSMGC and they shall exercise all powers of management of the club not specifically excepted by these By-Laws.

Section 2. The Officers shall be: President, Vice President, Secretary/Treasurer, Director of Pairings and Scorecards, Director of Awards, Tournament Director, Director of Handicaps and two Officers At-Large. The aforelisted nine positions will constitute the Board of Directors.

Section 3. The term of office for each Officer shall be two years. No member shall be elected for more than two (2) terms, however, Officers may be assigned a year-to-year term extension as required to support club tournaments, functions and events.

Section 4. Based upon recommendations by the Board of Directors and/or member requests, a slate of officers will be prepared and sent to the membership 30 days prior to the Fall Annual meeting.

The Officers shall be elected and take office at the Fall meeting with the exception of the two At-Large members to be appointed by the President.

Section 5. The Board of Directors shall meet at such times and places as they may select and five (5) members shall constitute a quorum at any meeting.

#### **Article V - DUTIES OF THE OFFICERS**

Section 1. President

The President shall:

- A. Preside at all meetings of the PGSMGC membership and the Board of Directors,
- B. Appoint any committees he may deem necessary to accomplish the purpose of the club and serve as an ex-officio member of all committees,
- C. Fill any vacancies on the board that occur during a term with the approval of the Board of Directors,
- D. Appoint two officers At-Large with voting rights to be members of the Board of Directors and
- E. Appoint an audit committee to review financial records annually prior to the Fall meeting (subject to the approval of the Board of Directors).

## Section 2. Vice President

The Vice President shall:

- A. Serve as acting President in the event of the absence, incapacity or disability of the President and
- B. Assume other duties as directed by the President.

## Section 3. Secretary/Treasurer

The Secretary/Treasurer shall:

- A. Keep the minutes of all PGSMGC membership meetings and all meetings of the Board of Directors. He will make them available at all meetings.
- B. Keep a current roster of the PGSMGC membership and shall send notices to all members of good standing when requested by the President or the Board of Directors,
- C. Collect member dues,
- D. Disburse funds to meet club obligations. Expenditures above \$500.00 shall require the approval of the Board of Directors,
- E. Present to the Board of Directors an annual financial report at the end of the membership year (September 30<sup>th</sup>). The report should show beginning and ending membership totals; beginning bank balance; income including NCGA dues; each expenditure above \$500; all other expenditures as a total; and ending balance and
- F. Present a financial report to the membership in a level of detail as determined by the Board of Directors.

## Section 4. Director of Pairings and Scorecards

The Director of Pairings and Scorecards shall:

- A. Pick up sign-up sheets a minimum of 2 days before scheduled play
- B. Create an Excel tournament pairing sheet
  - 1. Enter each player's name at the requested tee time, or mix players and creating pairings, depending on format.
  - 2. Look up and enter each player's current PGSMGC handicap onto the pairing sheet.
- C. Set up tournament scorecards
  - 1. Fill in the tournament format, the tee time, each player's name, each player's handicap and a space for 'Finish Time' on each card.
  - 2. Team formats (2 ball, 4 ball, scrambles, etc.)  
Calculate team handicaps by adding together player's handicaps, dividing the total by the number of players, divide by 3 and multiply by 2 and round to the nearest tenth.
  - 3. For Best Ball tournaments, dot hole by hole "pops" on each player's scoring line.
  - 4. Create a Word document with the rules for that tournament,

Print and attach a copy of the rules to each scorecard.

- D. Create an email describing the tournament format and rules. Attach the Excel Pairing sheet and send to the member distribution list\*.

Tournament emails must be self-addressed and blind copied to the membership list.

- E. Deliver a hard copy of the Pairing Sheet & tournament scorecards to the Pro-shop a minimum of 2 days before scheduled play.

**\* Director of Pairings and Scorecards must create & maintain member distribution list(s) that accurately reflect the current master club roster maintained by the Secretary/Treasurer.**

## Section 5. Director of Awards

The Director of Awards shall:

- A. Collect on a timely basis completed scorecards after each event from PGSMGC box in the pro shop.
- B. Tabulate the total amount of entry fees for the event and confirm with the pro shop manager.
- C. Review all scorecards for:
  - 1. Individual scoring accuracy. \*\*
  - 2. Event scoring accuracy, i.e. Stableford points, best 2 of 4, 2 man best ball, etc.\*\*
  - 3. Handicap accuracy.

**\*\* Per USGA / NCGA tournament scoring policy and procedures a player or team is only responsible for recording accurate individual GROSS scores on each hole. Players are not responsible for accurate net scores, total 18 hole scores, accurate Stableford points, net best ball scores, etc. and cannot be disqualified for inaccurate scoring in these areas. Disqualifications should rarely occur.**

- D. Break players or teams into flights by individual or team handicap. Balance the number of players in each flight as evenly as possible.
- E. Sort each flight according to scores.
- F. Award prizes to approximately 40% of each flight. Awards should be distributed as follows:
  - 1. Each flight winner receives the largest prize.
  - 2. The smallest award (bottom of the prize list in each flight) should be at least the amount of the event entry fee.
  - 3. Ties are included in prize money calculations and are paid out equally (no tiebreaker formulas are used).
  - 4. The total prize distribution must equal the total entry fee amount collected for the event.
- G. Prepare an awards sheet showing the winners and their awards as well as the total awards paid out.
  - 1. Post a copy of the awards sheet on the PGSMGC bulletin board.
  - 2. Distribute, by email, the awards sheet to all club members and the pro shop manager.
- H. Prepare a recap of the event scoring and round completion times by individual or team.
  - 1. Post a copy of the event scoring recap on the PGSMGC bulletin board.

2. Distribute, by email, the event scoring recap to all club members and the pro shop manager.
- I. On a timely basis, deliver event scorecards, except for non-postable scoring events (scrambles), to the Director of Handicaps.
- J. Maintain a prize distribution summary for the year by player and by event. At mid-year and year end distribute the prize summary recap to all club members and post a copy on the club's bulletin board.
- K. Team formats (2 ball, 4 ball, scrambles, etc.)

Calculate team handicaps by adding together player's handicaps, dividing the total by the number of players, divide by 3 and multiply by 2 and round to the nearest tenth.

## Section 6. Tournament Director

The Tournament Director is responsible for overseeing all aspects of tournament competition. Utilizing a web based communication channel, communicating to all Members, and organizing all activities and details implicitly involved with each tournament throughout the season.

### A. Tournament Schedule

1. Meet with the PG Golf Links Pro Shop staff and establish available dates and tee times for the annual tournament schedule. Traditionally there are 36 tournaments that are played on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month and the alternative Tuesday during the 2<sup>nd</sup> week of each month. The 14 tee times given to the Seniors have typically been between 7:40-9:50 AM.
2. Work with a committee (usually the Directors of Awards and Pairings/Scorecards) to determine the various formats for the annual golf tournaments. Selecting formats is typically based on interest from the membership and the ability to organize and score. (Note: some formats are not included on the schedule because they're too hard for members to find partners, etc. or the difficulty in interpreting the scorecards and to award money.)
3. The Schedule sub-Committee, determined by the Tournament Director, meets in the early part of September to discuss any changes to the previous schedule, evaluating member's interests and difficulty in organizing the various formats. This work is completed no later than mid-September so they can send a draft to the Board of Directors for final evaluation.
4. The new schedule will be presented to the PGSMGC membership at the Fall Scramble/BBQ during a tournament in October. An email copy will be sent in early October to the entire membership for their files. Copies of the schedule are also posted on the PGSMGC's Bulletin Board and the binder in the PG Golf Links Pro Shop.

### B. Tournament Day

1. Work with the golf course staff to establish course set up for each tournament including tee, pin placements as well as any special drop areas, ground under repair, etc. When the maintenance staff has not complied with these requests, it is permissible for either the Tournament Director or his designee to set up the course as directed. Often the Tournament Director or his designee will play in the first group of the tournament to

make sure the tees are in the appropriate location. (All these duties are authorized by NCGA guidelines.)

2. When there are irregular conditions on the golf course (i.e., excessive water, mud etc.) creating unplayable lies, the Tournament Director will determine how the course will be played. Lift, clean and place to the nearest point of relief may be considered on one or all the holes for that day's tournament. Communicate that information to the players prior to play with signage on the counter in the PG Golf Links Pro Shop.
3. Cancel the official tournament if weather or golf course conditions merit that decision.
4. Work with PG Golf Links Pro Shop staff in preparing for the day's tournament (i.e., Sign-up sheets for next eligible tournaments, scorecards ready, entry fee envelop, any misc. messages).

#### C. Rules

1. Communicate to the PGSMGC membership all golf rules, guidelines and considerations for tournament play via emails at the beginning and throughout the season. Primary messages include but are not limited to: a) knowing the USGA Rules of Golf; b) being respectful of the 4:10 Pace of Play; c) signing scorecards and reporting finish time after each round; d) calling the Pro Shop if their playing status changes; e) arriving 20-30 minutes prior to respective tee time to check-in.
2. Provide PGSMGC members with Rules Seminars conducted by the NCGA.

#### D. Binder

1. Update various information in the PGSMGC Binder located in the PG Golf Links Pro Shop. Tabs in the Binder include: Tournament Schedule, Player Handicaps, Tournament Rules, Tournament Formats, Applications, Membership Roster, Miscellaneous and Board of Directors.
2. Provide three Tournament sign-up sheets for each month with the proper format design.
  - a. Mixer sign-up sheets with Early, Middle and Late blocks where Members are mixed with other players to determine the foursomes.
  - b. Open sign-up sheets where players can recruit their own foursome to participate.
  - c. Open sign-up sheets that require having a partner before a tee time can be secured.

#### E. Miscellaneous

1. In the absence of the Director of Pairings and Scorecards, make pairings, email to the Membership and make out scorecards for tournament day.
2. In the absence of the Director of Awards, pick up scorecards, determine winners and assign awards for the tournament.
3. Solicit Members feedback on future improvements, listen and act on questions, concerns, ideas and complaints. Update Board of Directors of membership feedback.
4. Submit and update the Board of Directors pictures and information on the Pacific Grove Golf Links web page as well as the PGSMGC bulletin board.
5. Provide input and guidance on annual fees and entry fee costs.
6. Attend required Board Meetings as scheduled.

7. Set an example of participation by playing in as many tournaments as possible.

## Section 7. Handicap Director

The Handicap Director is responsible for maintaining the handicaps for all PGSMGC members. He is also responsible for the administration of the bi-annual Eclectic tournaments and assists with the pairings for Special Events, Member-Guest tournaments and the bi-annual Scramble/BBQ tournaments.

### A. Assign PGSMGC handicaps for new members

1. New members **with a current USGA Handicap Index** will compete for awards in the PGSMGC tournaments according to their USGA Handicap Index until they have completed five PGSMGC “postable” rounds and are assigned a PGSMGC handicap.
2. New members **without a current USGA Handicap Index** must submit a minimum of three scorecards from recent rounds played. They will be assigned a tournament handicap based on their submitted scorecards until they have completed five PGSMGC “postable” rounds and are assigned a PGSMGC handicap.

### B. Maintain the PGSMGC club handicap system.

This system generates monthly handicaps for PGSMGC members that are to be used for all PGSMGC tournaments. The handicaps are based on the lowest five of the last eight total 18 hole gross scores minus any adjustments of any hole scores above two over par for handicaps 20 and below and any scores above three over par on par 4 and par 5 holes and above two over par on par 3 holes for handicaps over 20. The monthly handicaps are the result of the calculation of the average of the resulting five lowest scores minus the course rating and multiplied by 0.96. The resulting number is half-adjusted to a whole number. No member may carry a handicap over 40.

The following describes the Handicap Process:

1. The score cards for a tournament are received from the Director of Awards.
2. The gross scores are entered into an Excel spreadsheet (HDCPHST) that performs the adjustment calculation referred to above and records the adjusted score and date.
3. At the end of the month all the tournament scores for that month are copied to an Excel spreadsheet (HANDICAP\_END\_MMM\_YY). This spreadsheet is sorted into tournament date within member name. The spreadsheet is scanned for members with more than 8 scores recorded and the oldest scores in excess of 8 are deleted. The spreadsheet is then sorted by adjusted score within member name. The resulting handicap for each member is recorded on the spreadsheet.
4. The Handicap Director checks the Monthly Handicap List for any anomalies and then prints the list for display on the Senior bulletin board and inclusion in the Senior binder in the Pro Shop. An email with the new handicaps is sent to each Board member.
5. Periodically the master HANDICAP\_END\_MMM\_YY has to be modified for new members or retirement of members. For retiring members their handicap history is

archived within the master file.

### C. Administration of the Eclectic Tournaments.

The following describes the process for Eclectic Tournaments:

1. Collect the list of eclectic participants in the first round from the Pro Shop showing the fees collected. Additional entries may be received for later rounds and this information must be added.
2. Create an Excel ECLECTIC spreadsheet with the participants' names, their handicaps and the dates of the three rounds scheduled. (Note that the handicap published for the first round of the tournament will be used for all three rounds even though the participants' handicaps may have changed for the second and/or third round since the tournament overlaps two monthly periods). Split the field into two flights with approximately the same number of participants.
3. Collect the scorecards for all participants after each round and record the gross scores for each hole in the spreadsheet. The status of the tournament is posted on the PGSMGC bulletin board after each round.
4. After the three rounds are completed, determine those participants eligible for a prize (this will be about half of the participants in each flight). The highest scores that qualify for a prize should be awarded an amount approximately equal to the entry fee. Prize amounts will be increased as the scores reduce. The total amount of prizes must equal the amount of cash received in the Pro Shop for the tournament.
5. Post the results and awards on the notice board and give the list of prize money to the Pro Shop.

### D. Assistance with Special Events

The following describes the process for the Member-Guest Tournament and the bi-annual Scramble/BBQ tournaments:

1. Create a sign-up sheet to be placed in the PG Golf Links Pro Shop.
2. Collect the entry forms/member sign-ups from the PG Golf Links Pro Shop.
3. Review entries and contact guests or hosts of guests where handicap is not indicated and resolve issues so that correct handicapping can be used (member-guest tournament only).
4. Since these tournaments are invariably shotgun starts, ascertain from the Head Pro which holes he wants us to use for the tournament.
5. For member-guest tournament allocate member-guest teams to starting holes, attempting to respect requests for pairing teams if such a request has been made. For bi-annual Scramble/BBQ tournament build teams on an A, B, C, D player basis and attempt to make the handicap for all foursomes approximately the same and allocate starting holes.
6. Print hole allocation announcement and alphabetical list of players with starting hole information. Post this information at the PG Golf Links Pro Shop and Club House early in morning of tournament.

7. For member-guest tournament assist in the checking-in process before the start of the tournament. Assist in the checking of scorecards and posting of results in the PG Golf Links Club House.

#### **Article VI – AMENDMENTS TO BY-LAWS**

The foregoing By-Laws may be amended by a majority vote of the Board of Directors.